

CONTRACT TYPE: PERMANENT

LOCATION: LONDON W1

SALARY: DEPENDANT ON EXPERIENCE

APPLY: careers@77diamonds.com (SUBJECT: MGMT ACCOUNTANT)

WE ARE CURRENTLY SEEKING A MANAGEMENT ACCOUNTANT WITH PREVIOUS RETAIL EXPERIENCE TO JOIN OUR GROWING TEAM.

KEY RESPONSIBILITIES:

REPORTING TO HEAD OF FINANCE AND MD WITH 3 DIRECT REPORTS AND COMPLETE OVERSIGHT OF MAINTENANCE OF THE NOMINAL LEDGER

PREPARATION OF MONTHLY MANAGEMENT ACCOUNTS FOR 2 COMPANIES WITH INSIGHT AND ANALYSIS, PARTICULARLY FOCUSED ON GP MARGINS

GROUP CONSOLIDATION

P&L AND BS RECONCILIATIONS

EXTENSIVE KPIS REPORTING

MONTHLY GROUP STOCK RECONCILIATIONS AND MAINTENANCE OF FAR

RECONCILIATION OF IN-HOUSE PO SYSTEM WITH ACCOUNTING SYSTEM

REVIEW OF CASH FLOW REPORTS PREPARED BY AP/AR IN ORDER TO MANAGE WORKING CAPITAL ON A WEEKLY BASIS

MODELLING AND UPDATE OF 3-5 YEAR PLAN

ABLE TO DISCUSS CURRENT AND FUTURE FINANCIAL STRATEGIES FROM FINANCIAL PERSPECTIVE IN ORDER TO FULFILL MANAGEMENT PLAN

PREPARATION WITH HEADS OF TEAMS OF BUDGETS AND TRACKERS, AND REVIEW VS. ACTUAL

MANAGEMENT OF AUDIT PROCESS, PREPARATION OF YEAR END AUDIT FILE AND LIAISON WITH AUDITORS

PREPARE VAT RETURNS FOR 2 UK ENTITIES AND INTERNATIONAL TERRITORIES

REVIEW OF SALES THRESHOLDS FOR VAT IN EXTERNAL TERRITORIES

REVIEW AND AUTHORISATION OF MONTHLY PAYROLL

MAINTAIN AND DEVELOP ROBUST SET OF CONTROLS WITHIN FINANCE DEPARTMENT AND TO AID FINANCIAL CONTROL WITHIN OTHER ASPECTS OF THE BUSINESS

ONE-OFF FINANCE PROJECTS AND AD HOC DUTIES AS REQUIRED

THE IDEAL CANDIDATE:

ACA/ACCA QUALIFIED

STRONG EXCEL SKILLS

RETAIL INDUSTRY EXPERIENCE

ROBUST TECHNICAL KNOWLEDGE OF FINANCIAL ACCOUNTING

PROACTIVE APPROACH WITH STRONG INTERPERSONAL SKILLS

PREVIOUS EXPERIENCE OF REVIEWING AND/OR IMPROVING PROCESSES AND CONTROLS